

**JOB DESCRIPTION
STREET DEPARTMENT
SEASONAL LABORER**

1. JOB TITLE: SEASONAL LABORER

- 2. DEFINITION:** This is a semi-skilled seasonal part-time position under the administration of the Director of the Street Department. All employees are responsible to the City Manager. The employee will perform required work for the maintenance of right of ways, easements, and other City owned property. The employee will perform other related work as required, some of which will be mechanical. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having a possible occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post accident, random, promotion and transfer, return to duty, and follow-up drug and alcohol testing. The employee is subject to a pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the physical strength and dexterity requirements of the position.

3. EQUIPMENT AND JOB LOCATION:

- a. The employee will operate and maintain light-duty vehicles, dump trucks, tractors, riding mowers, back-hoes, weed eaters, chain saws, shovels, and other hand tools.
- b. Work is usually performed in an outdoor environment within the Murfreesboro City limits, and some tasks may be required during periods of bad weather. The employee will be exposed to loud noise, mechanized equipment, dirt, dust, rain, sleet, snow, heat, chemicals, and foul odors. This position requires a great deal of physical exertion during periods of extreme weather conditions.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Cuts grass with power equipment and hand tools.
- b. Loads and unloads material such as dirt, asphalt, salt, storm drain pipe, and sign materials.
- c. Performs routine maintenance of equipment and vehicles.
- d. Fabricates and installs street signs.
- e. Performs extreme physical labor for extended periods of time under all weather conditions.
- f. Lifts objects weighing up to 100 pounds.
- g. Manually removes litter and leaves from right of ways and easements.
- h. May sit, stand, and walk constantly depending on the job for the day.
- i. Removes and replaces manhole covers which can weigh up to 165 pounds.
- j. Removes and replaces storm drains with assistance which can weigh up to 285 pounds.
- k. Climbs in and out of manholes, which can be up to 10 feet deep.
- l. Climbs ladders.

- m. Manipulates both large and small tool parts.
- n. Operates vehicles of various descriptions.
- o. Removes and replaces various types of pavement.
- p. Operates various tools, including but not limited to, jackhammer, pavement breaker, shovel, sledge hammer, post driver, tamp bar, chain saw and weed eater.
- q. Must be able to perform job duties as described on essential functions addendum.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

Perform other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- a. Must be at least 18 years of age.
- b. High School diploma or GED preferred; education may be waived by work experience.
- c. Possess a valid Class D driver's license, preferred.
- d. Must have legal authorization to work in the United States of America.
- e. Must pass a pre-employment drug/alcohol screen.
- f. Must be semi-skilled in mechanics.
- g. Must have knowledge of and/or the ability to learn about the care and proper use of tools and equipment used in the maintenance of right-of-ways and easements.
- h. Must have knowledge of and /or the ability to learn occupational hazards and safety precautions.
- i. Must be able to report for work on time and to perform the duties of the job for the entire workday.
- j. Must be able to work flexible hours with some weekend and holiday work required.
- k. Must be able to perform frequent overtime work which may involve late night or early morning hours.
- l. Must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to 100 pounds and to repeatedly lift, move and carry objects weighing more than 100 pounds with assistance.
- m. Must be able to establish and maintain an effective working relationship with other employees and to effectively communicate with the public.
- n. The ability to use good judgment while performing job related tasks.
- o. Must be able to pass physical abilities test/post offer screen for employment.

Safety Sensitive
Non-Exempt
August 15, 2002

ESSENTIAL FUNCTIONS ADDENDUM
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Employees in this area work 5 days a week, 8 hours a day with a 1-hour lunch break. Laborers are full time and seasonal are part time. The laborer reports to the street department. A laborer is a semi-skilled position requiring heavy manual labor in the repair, construction, and maintenance of streets, right of ways, easements, and other City owned property (this includes the repair, maintenance, and construction of street signs). This job requires digging, lifting, and breaking of pavement under varying weather conditions while exposed to dampness, fumes, odors, dust, dirt, rain, sleet, snow, heat, chemicals, and foul odors. The employees are also responsible for the maintenance of landscaping associated with the roadways. This includes, but not limited to, mowing, weed eating, running a leaf vacuum, using tractors, etc. The street department is responsible for problems associated with inclement weather including: salting roads during cold weather, cutting down trees that have fallen into a street, fixing roads from floods, etc. The laborer is responsible for operating and maintaining light duty vehicles, dump trucks, tractors, riding mowers, back-hoes, chain saws, shovels, and other hand tools. This position requires physical endurance during periods of extreme weather conditions.

Physical Demands

Rarely – suggests the employee is required to perform tasks less than 8 repetitions per hour, or less than 33% of the day.

Occasional – suggests the employee is required to perform tasks 8-15 repetitions per hour, or 33% of the day.

Frequent – suggests the employee is required to perform tasks 16-32 repetitions per hour, or 34-65% of the workday.

Constant – suggests the employee is required to perform tasks 33 or more repetitions per hour, or 66% or higher of a workday.

<u>Lift</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<20#			X
20-50#		X	
50-75#		X	
75-100#	X		
>100#	X		
<u>Push/Pull</u>			
<50#			X
50-100#	X		
100-150#	X		
>150#	X		

Depending on the job duties for the day the laborer may have to perform lifting, pushing or pulling

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on a more or less frequent basis. However, job duties may change throughout the week depending on the needs of the street department.

Bending/Squatting/Twisting – Is required constantly throughout the day repairing, maintaining, and constructing streets, right of ways, and easements. When working equipment to maintain landscaping it also requires constant bending, squatting, twisting or a combination of all 3 components.

Pushing/Pulling – Is required constantly while working on jobs for landscaping including weed eating, and on jobs that require patching streets using a lute. Required constantly while manipulating concrete drainpipes. Also used occasionally moving manhole covers, storm drains, and pulling signposts out of the ground.

Lifting/Carrying – Is required constantly in lifting hand tools, carrying a weed eater, carrying a leaf blower, shoveling of materials, and using a chain saw on certain jobs. Also required occasionally lifting jackhammers, pavement breakers, storm drains, post driver, sledge hammer, and other material used in the repairing, maintaining, and construction of streets, right of ways, and easements.

The following items were weighed and can be lifted, carried, pushed, pulled, or manipulated in a fashion using all 4 components:

<u>Item</u>	<u>Weight</u>
Shovel with asphalt	16#
Street sign	11#
Street sign post	40#
Jack hammer	75#
Storm drain frame	285#
Storm drain grate	220#
Storm drain curb box	250#
Bag of cement	80#
Chain saw	20#
Weed eater	15#
Post driver	35#
Sledge hammer	15#
Road barrels	20#
Road cones	12#
Tractor tire	62#

The jackhammer was weighed as above, however, this does not account for friction force that is caused when breaking up pavement or when it may jam in the pavement. The signpost was also weighed but does not account for friction force pulling the post out of the ground.

Employees are able to get help with lifting heavy objects and are encouraged to if an object weighs over 100#.

Standing/Walking – Can be required constantly throughout the day depending on the job.

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Sitting – Can be required constantly through the day depending on the job.

Reaching – Is required constantly using landscaping equipment, manipulating tools and using material in the repair, maintenance, and construction of streets, right of ways, and easements.

Manual Dexterity/Gripping – Performed constantly.

Fine Motor Control – Can be performed frequently cutting out letters and fabricating street signs, and using small hand tools.

Climbing ladders – Required occasionally ascending/descending ladders in manholes, and putting up sign up to 20 feet high.

Overhead activity – Required occasionally when lifting items overhead such as a jackhammer, post driver, and sledgehammer.

Driving – Can be performed constantly depending on the job for the day. Includes driving a truck, tractor, backhoe, pneumatic rollers, salt truck, graders, bulldozers, and dump trucks.

Tools handled:

Shovel
Jack hammers
Tamp bar
Hammer
Wrenches
Lute
Weed eater
Manhole hook
Sledge hammer
Post driver
Chain saw
Pavement breaker

Work Conditions

Exposed to:

Hot temperatures
Cold temperatures
Sudden changes in temperatures
Noise
Slippery surfaces
Rain
Snow
Dust/Dirt
Fumes

Need physical ability for:

Squatting

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Bending/Crouching
Stooping
Hand gripping
Fine motor control
Twisting
Hand/Eye coordination
Pushing/Pulling
Lifting/Carrying
Reaching
Overhead activity
Climbing
Driving
Foot control

Addendum
February 19, 2002